

EDITED KSA LISTING

CLASS: Special Agent-In-Charge, Department of Corrections

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Comprehensive knowledge of the purposes, activities, rules, and regulations of the Department of Corrections to ensure compliance and effective operations.
K2.	Comprehensive knowledge of the provisions of the California Penal Code, Evidence Code, Code of Civil Procedures and relevant case law, etc. to conduct lawful criminal investigations.
K3.	Comprehensive knowledge of organizing, planning and implementing criminal and administrative investigations to ensure compliance with laws, rules, regulations, etc. and effective operations.
K4.	Comprehensive knowledge of criminal and personnel investigation techniques and procedures to ensure compliance with laws, rules, regulations and effective operations.
K5.	Comprehensive knowledge of interview and interrogation techniques to ensure compliance with laws, rules, regulations, etc., and effective operations.
K6.	Comprehensive knowledge of information and intelligence gathering processes and procedures to ensure compliance with laws, rules, regulations, etc. and effective operations.
K7.	Comprehensive knowledge of principles, procedures, and recent trends in corrections and parole work in order to further the goals of the department.
K8.	Comprehensive knowledge of laws of arrest, search and seizure, evidence management, and court procedure to ensure compliance with laws, rules, regulations, etc. and effective operations.
K9.	Comprehensive knowledge of tactical operations in order to effectively execute a search warrant, parole search, effect an arrest, etc.
K10.	Comprehensive knowledge of training techniques relating to departmental policies and legal requirements for peace officer training to ensure compliance with laws, rules, regulations, etc. and staff development.
K11.	Comprehensive knowledge of personnel management principles and supervision techniques necessary to ensure compliance with laws, rules, regulations, etc. and staff development.
K12.	Comprehensive knowledge of a manager's role in equal employment opportunity to prevent discrimination and harassment in the workplace.
K13.	Comprehensive knowledge of applicable collective bargaining memorandum of understanding, to include Peace Officer Bill of Rights, and related issues to ensure compliance with laws, rules and regulations, etc. in the administrative investigative process.
K14.	Comprehensive knowledge of disciplinary guidelines pursuant to State Personnel Board laws, rules and regulations, etc. to ensure legal compliance and effective management.
K15.	Comprehensive knowledge of roles, and responsibilities of other law enforcement agencies and/or other governmental agencies.
K16.	Comprehensive knowledge of a manager's responsibility in promoting equal opportunity in hiring and employee development.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
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	Skill to:
S1.	Skill to develop policies, procedures, techniques and methods in order to conduct criminal and administrative investigations.
S2.	Skill to establish and maintain cooperative liaisons with law enforcement and governmental agencies to exchange information and ensure public safety.
S3.	Skill to establish and maintain cooperative relations with law enforcement and/or governmental agencies to ensure effective criminal adjudication.
S4.	Skill to communicate effectively to provide and/or obtain information.
S5.	Skill to analyze situations accurately in order to take an effective course of action and ensure compliance with various laws, rules, procedures, policies, regulations, etc.
S6.	Skill to operate a motor vehicle safely and effectively in compliance with State law while ensuring the safety of staff and the public.
S7.	Skill to manage and coordinate criminal and administrative investigations to comply with laws, rules, regulations, etc. while ensuring accurate investigations.
S8.	Skill to use, maintain, and qualify with approved firearms in accordance with state law and departmental policy, etc. ensuring staff and public safety.
S9.	Skill to gather, analyze, and evaluate facts and evidence as it relates to rules, laws, policies, procedures, etc.
S10.	Skill to plan and direct the more difficult and complex criminal and administrative investigations.
S11.	Skill to manage the allocation of resources to achieve program goals and objectives.
S12.	Skill to manage personnel matters to ensure compliance with departmental and State policies, procedures, laws, rules, regulations, etc.
S13.	Skill to manage equal opportunity practices in hiring and employee development to ensure compliance with departmental and State policies, procedures, laws, rules, regulations, etc.
S14.	Skill to effectively direct and manage the activities of supervisory staff to ensure compliance with departmental and State policies, procedures, laws, rules, regulations, etc.
S15.	Skill to manage the development of staff training needs and requirements to ensure compliance with State law and departmental policy.

	Special Personal Characteristics:
SPEC 1	Willingness to work throughout the State for long and unusual hours based on operational needs to effectively perform the duties of a Special Agent-In-Charge.
SPEC 2	Possess keenness of observation and good memory for names, faces, places, and incidents to effectively perform the duties of a Special Agent-In-Charge.

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SPEC 3	Willingness to work undercover and participate in covert moving, stationary, aerial and electronic surveillance to effectively perform the duties of a Special Agent-In-Charge.
SPEC 4	Willingness to utilize a variety of weaponry (e.g., shotgun, automatic and semi-automatic weapons, chemical agents and other less-lethal weapons, etc.) as required to effectively perform the duties of a Special Agent-In-Charge.
SPEC 5	Maintain a satisfactory record as a law-abiding citizen to effectively perform the duties of a Special Agent-In-Charge.
SPEC 6	Maintain professional integrity, honesty and no illegal involvement in controlled substances to effectively perform the duties of a Special Agent-In-Charge.
SPEC 7	Maintain a valid driver's license to effectively perform the duties of a Special Agent-In-Charge.
SPEC 8	Willingness to use all appropriate means, including deadly force, to effectively perform the duties of a Special Agent-In-Charge.
SPEC 9	Exercise good judgment and make sound decisions to effectively perform the duties of a Special Agent-In-Charge.
SPEC 10	Willingness to associate with criminally inclined individuals/environments in the performance of duties.
SPEC 11	Demonstrate and maintain good work habits to effectively perform the duties of a Special Agent-In-Charge.